

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
SEPTEMBER 13, 2023**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on September 13, 2023 at 10:10 a.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Ms. Cheri Byrom, Chair, called the meeting to order at 10:10 a.m. and acknowledged the presence of the following directors:

Ms. Trish DeBerry
Mr. Jon Fisher
Mr. Dave Gannon
Councilwoman Adriana Rocha Garcia

B. Public Comments Period

No members of the public provided comment to the board.

C. Approval of the minutes

1. Approval of the minutes of the meeting of July 6, 2023.

Mr. Gannon moved to approve the minutes of the meeting of July 6, 2023 as written. Ms. DeBerry seconded the motion which was unanimously approved.

2. Approval of the minutes of the meeting of August 3, 2023.

Mr. Fisher moved to approve the minutes of the meeting of August 3, 2023 as written. Councilwoman Garcia seconded the motion which was unanimously approved.

3. Approval of the minutes of the meeting of August 7, 2023.

Councilwoman Garcia moved to approve the minutes of the meeting of August 7, 2023 as written. Mr. Gannon seconded the motion which was unanimously approved.

D. The board of directors may discuss and/or adopt by resolution the 2024 operating budget for the Bexar Appraisal District.

The proposed budget was discussed at length in the public hearing prior to the meeting.

Mr. Fisher noted that a lesser amount had originally been quoted for the cost of the election and asked if the updated estimate was a worst-case scenario. Mr. Amezcua stated the cost was based on the number people participating in the election and as it will be a county wide election, all precincts were included. He added the amount could increase if there is a run-off election and that this would be an ongoing cost every four years. Mr. Griscom added that the

district could absorb this year's expense out of its surplus, adding it would be included in proposed budgets moving forward.

Mr. Fisher also asked if the taxing units were aware of the potential impact this will have on them. Mr. Amezcua responded all were aware and had some idea of how they would be impacted.

Mr. Gannon asked for confirmation of the total budget. Mr. Griscom respond it was \$25,901,200.

Mr. Gannon moved to adopt by resolution the proposed 2024 operating budget for the Bexar Appraisal District. Ms. DeBerry seconded the motion which was unanimously approved.

E. The board of directors may discuss and/or vote to approve a resolution adopting an investment policy as required by Chapter 6 of the Texas Property Tax Code and Chapter 2256 of the Texas Government Code.

Ms. Crystal Khantharoth, Finance Director, informed the board that there had not been any changes to the district's current investment policy since 2017. She continued that annual approval of the policy was required and there were no changes to be made.

Mr. Fisher moved to approve a resolution adopting an investment policy as required by Chapter 6 of the Texas Property Tax Code and Chapter 2256 of the Texas Government Code. Councilwoman Garcia seconded the motion which was unanimously approved.

F. The board of directors may discuss and/or vote to authorize a policy change to Section 6.03 of the district's HR Policies regarding Retiree Medical Benefits.

Mr. Griscom informed the board that this proposal had already been brought to the attention of the budget ad-hoc and was being presented to the board as a whole with their approval. He continued that the language being added to Section 6.03 of the district's HR policies approved medical insurance coverage for executive management staff members who retired with at least 15 years of service to the district. He stated this was an additional tool to retain executive level staff as long as possible in order to ensure the continuity of operation, and had been implemented by other appraisal districts. He noted that at this time only thirteen positions were eligible, and that the benefit could be expanded in the future.

Ms. DeBerry moved to authorize a policy change to Section 6.03 of the district's HR Policies regarding Retiree Medical Benefits. Councilwoman Garcia seconded the motion which was unanimously approved.

G. The board of directors may discuss and/or vote to authorize the chief appraiser to renew the janitorial services contract for the second year of a three-year contract.

Ms. Khantharoth informed the board the district was seeking authorization to enter into the second year of three-year contract for janitorial services with its current vendor, Unified Service Associates, adding they were happy with their services.

Mr. Fisher moved to authorize the chief appraiser to enter into the second year of a three-year contract for janitorial services with its current vendor, Unified Service Associates. Mr. Gannon seconded the motion which was unanimously approved.

H. The board of directors may discuss and/or vote to authorize the chief appraiser to renew the laser printing/ mailing services for the third year of a three-year contract.

Ms. Khantharoth informed the board the district was seeking authorization to enter into the final year of a three-year contract for laser printing/ mailing services with its current vendor, VariVerge.

Ms. Byrom noted that there were not a lot of options for this type of service. Ms. Khantharoth responded that was correct.

Mr. Gannon moved to authorize the chief appraiser to enter into the final year of a three-year contract for laser printing/ mailing services with its current vendor, VariVerge. Mr. Fisher seconded the motion which was unanimously approved.

Mr. Amezquita commented that not only was VariVerge the primary vendor for printing appraisal notices, they were excellent at what they did and were the most responsible bid.

I. The board of directors may discuss and/or vote to authorize the chief appraiser to renew the telecommunications & mineral services contract for the third year of a three-year contract.

Ms. Khantharoth informed the board that the district was seeking authorization to enter into the final year of a three-year contract for telecommunication & mineral services with its current vendor, Capitol Appraisal Group, adding they were happy with their work. Ms. Byrom added there had not been any issues with their services.

Councilwoman Garcia moved to authorize the chief appraiser to enter into the final year of a three-year contract for telecommunication & mineral services with its current vendor, Capitol Appraisal Group. Ms. DeBerry seconded the motion which was unanimously approved.

J. The board of directors may discuss and/or vote to authorize the expenditure for CAMA program enhancements.

Ms. Khantharoth informed the board that the CAMA program enhancements from Harris Govern were budgeted items, and would include desktop review, advanced mapping, sketch validation and class calculation, all which would help appraisers.

Mr. Sandoval explained CAMA stood for Computer Assisted Mass Appraisal and was the district's appraisal software.

Councilwoman Garcia moved to authorize the expenditure for CAMA program enhancements. Mr. Fisher seconded the motion which was unanimously approved.

K. Reports

The board of directors will receive the following reports:

1. Appraisal Review Board Chair

Ms. Deanna Prado informed the board that hearings were on going with a high volume of residential and commercial hearings still pending, adding that people were utilizing single member panels. Ms. Prado continued that as there were twelve Spanish speaking arb members, hearings were able to be conducted completely in Spanish. Lastly, she noted that she anticipated hearings continuing through mid-November with a few in December.

2. Taxpayer Liaison

Mr. Chris White informed the board that he had assisted a taxpayer with Parkinson's who had visited the district over several days trying to confirm his market value after signing a value agreement. He also informed the board of a complaint he had received from an ARB member on July 25 stating workplace retaliation. Mr. White continued that after listening to the complaint and reviewing the video of the incident, he had forwarded the complaint to the Administrative Law Judge as they are responsible for appointing the ARB. He stated the ALJ had opened an investigation into the complaint on August 19 and he was awaiting its findings.

L. At any time during the meeting of the Board of Directors, the Board may retire into closed Executive Session pursuant to Texas Government Code, Section 551.071, 551.072, 551.074 & 551.076 to discuss any of the following:

- 1. Section 551.071** Consultation with attorney regarding pending or contemplated litigation, settlement offers, or about matters which the attorney is required to consult with the Board. As authorized by this section, this meeting may be convened in closed Executive Session for the purpose of seeking confidential legal advice from the Board's legal counsel or any item listed herein. The board of directors may discuss and/or continue the process of hiring a new chief appraiser.
- 2. Section 551.072** Deliberations regarding real property.
- 3. Section 551.074** Personnel matters; to deliberate the appointment, employment, evaluation, reassignment duties, discipline, or dismissal of a public officer or employee. The board of directors may discuss and/or implement the process of hiring a new chief appraiser.
- 4. Section 551.076** Deliberations regarding Security Devices.

The board adjourned to closed executive session at 10:42 a.m.

M. The Board may consider and act upon any item discussed in closed Executive Session.

The board reconvened into open session at 11:37 a.m.

Ms. Byrom stated that the board had extended a contract to Mr. Rogelio Sandoval to serve as Interim Chief Appraiser alongside Mr. Amezquita until his retirement with Mr. Sandoval assuming the office thereafter. She added the contract would be executed upon Mr. Sandoval's signature.

Ms. DeBerry moved to extend a contract to Mr. Rogelio Sandoval to immediately begin serving as Interim Chief Appraiser assuming the office of chief appraiser upon Mr. Amezquita's retirement date. Mr. Gannon seconded the motion which was unanimously approved.

N. Chief Appraiser's Reports

The board of directors will receive the following reports from the chief appraiser:

1. Financial Condition

- a. Funds investment report through July, 2023.**
- b. Statement of revenues and expenses through July 31, 2023.**
- c. Designated cash funds report through July 31, 2023.**

Focusing on the month of July, Ms. Khantharoth informed the board that as of July 31, total deposits equaled \$11,184,342.31 at a rate of 3.12% with a year-to-date interest earned of \$125,261.98 and total collateral of \$12,058,318.10 She continued that total revenues collected were \$17,934,477 with a current surplus of \$5,096,600. She also stated there were no changes to the designated cash funds report.

2. Appraisal Records

- a. Presentation of appraisal roll report for the second quarter of the 2023 tax year as authorized by Section 25.25(b), Texas Tax Code.**

Mr. Sandoval noted there was one account listed on the 25.25(b) report.

- b. The board of directors will receive an update on the status of work regarding the 2023 appraisal roll.**

Mr. Sandoval informed the board that the district received 199,000 appeals for 2023 which was 20,000 more than the previous year, and that 36,539 appeals were still active. He continued that the district anticipated being complete by mid-November. Mr. Sandoval also informed the board an employee had been hit by a car while crossing the street the previous week. He continued that the district security guards and Human Resources Director Ms. Laura McCloud had acted immediately and the employee was recovering.

3. District Operations

- a. **As required by Government Code Section 2054.5191, the chief appraiser will update the board on the district staff's completion of a cybersecurity training program.**

Ms. Jennifer Rodriguez, Executive Assistant/Media & Outreach Coordinator, stated the district was required by law to inform the board that staff had completed its cybersecurity training. She referred to an email from Ms. McCloud which stated the district was compliant as 100% staff had completed their training by July 28, 2023.

- b. **The chief appraiser will brief the board on the implementation of Section 6.0301 of the Texas Property Tax Code and its impact on the board of directors.**

Ms. Rodriguez reiterated previous statements regarding changes to the board as a result of Senate Bill 2, adding the board would now consist of nine members. She stated that in order to implement the necessary changes, the current appointment election would continue as is for a one-year term for the 2024 tax year, noting taxing units had already received notification of the nomination phase. She continued that the tax assessor-collector would now be a voting member, and the first popular election would take place in May of 2024, with the new members joining the board in July. Lastly, she noted staff was looking into necessary logistic changes to accommodate a larger board as well as updates to the board's policy, including a set meeting date.

4. Community Outreach

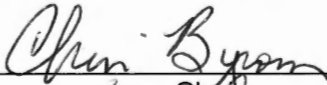
The board of directors will receive a report regarding speaking engagements the district has recently participated in.

The board received a report from Ms. Rodriguez who informed them the district was still participating in workshops with the City of San Antonio, adding the last event for the year would take place in October.

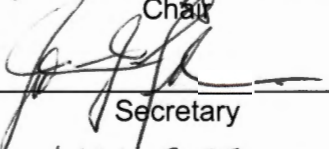
Mr. Gannon brought up the importance of onboarding the new board members and offered his assistance creating a process. Mr. Amezcua stated that the district would coordinate with its counsel to conduct training.

O. Adjourn

There being no further business, the September 13, 2023 board of directors meeting adjourned at 11:55 a.m.



Chair



Secretary

1 Nov, 2023

Date